

**MEMORANDUM**

October 5, 2016

**TO:** Executive Branch Department and Office Directors

**FROM:** Shawn Y. Stokes, Director  
Office of Human Resources

**SUBJECT:** Guidance on Earned Sick and Safe Leave

On June 23, 2015, the County Council enacted Bill 60-14, *Earned Sick and Safe Leave*, which was signed by the County Executive on July 2, 2015, and became effective October 1, 2016. The law requires certain employers (anyone who employs one or more persons in the County, including the County government) to provide earned sick and safe leave to employees working in the County. Earned sick and safe leave is paid leave away from work that is provided by the County to eligible temporary and seasonal employees for certain purposes. As a result, most temporary and seasonal County employees will begin to earn one hour of sick and safe leave for every 30 hours worked, up to a maximum of 56 hours in a calendar year. Regular County employees will not receive any additional leave nor will MLS employees receive any additional Paid Time Off (PTO). However, Regular County employees will be able to use accrued sick leave for an additional purpose, safe leave (when absence from work is due to domestic violence, sexual assault, or stalking suffered by an employee or member of the employee's family).

Executive Regulation 19-16, Earned Sick and Safe Leave, is currently pending before the County Council. When this regulation is approved by the Council the Personnel Regulations will be updated.

The attached guidance has been prepared in a question and answer format, which we hope you will find useful.

Please direct any questions about the sick and safe leave program to the Office of Human Resources email address [OHR.Compensation2@montgomerycountymd.gov](mailto:OHR.Compensation2@montgomerycountymd.gov). You may also contact Mctime for assistance at [mctime@montgomerycountymd.gov](mailto:mctime@montgomerycountymd.gov).

cc: HR Liaisons  
Payroll  
Mctime

SYS:sw